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Sustainability

# **Research and Seeds Grants | Application Form**

**Please read the information provided at the end of the document before commencing your application**

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| **Have you discussed your application with Sustainability at Charles Sturt?**  | [ ]  Yes [ ]  No |

## Part 1

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| **Project Title** |
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| **Abstract (max 150 words)** |
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| **Chief Investigator**Provide details for the main contact for the project. The signatures may be scanned separately to Sustainability at Charles Sturt if necessary or PDF this signed page as an addendum |
| **Title** | **Name** | **Position** | **Contact details** | **Signature** |
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| **External Project Investigator (if applicable)**Add/delete rows as needed. The signatures may be scanned separately to Sustainability at Charles Sturt if necessary or PDF this signed page as an addendum |
| **Title** | **Name** | **Position** | **Contact details** | **Signature** |
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| **Total Funds Requested** |
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| **Fields of Research (FoR) codes**Nominate up to three Charles Sturt approved FoR that best describe this project. Refer to <https://research.csu.edu.au/performance/for-codes>  |
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| Nominate which SDG(s) and associated targets your project best aligns with. Refer to [THE 17 GOALS | Sustainable Development](https://sdgs.un.org/goals) |
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## Part 2

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| **Research Questions / Hypotheses** |
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| **Background & Justification**Include how your project is grounded in the wider literature, how your project will be seed funding for a larger project, how your project aligns to Charles Sturt’s Research Strategy and adopted definition of sustainability *(max 500 words)* |
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| **Describe how this research links with our regional communities and sustainability more broadly***(max 500 words)* |
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| Sustainable research methodsIdentify how the proposal incorporates sustainable practices in the delivery of the proposed research (max 500 words) See: [Sustainable Research Guidelines](https://cdn.csu.edu.au/__data/assets/pdf_file/0008/4470398/Sustainability-Grants-Considerations-for-researchers.pdf) |
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| **Approach**Details of the approach including project stages, evaluation methods, ethical issues and how addressed, dissemination strategies, timelines and specific deliverables (max 500 words) |
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| **Identify how this research fits in the context of your current research program & how this funding will support/enhance/build on your current research** (max 250 words) |
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| **Proposed outcomes**Details of plans for publication / dissemination of results (e.g. journal names, presentations) and details of plans for future application for external support (e.g. funding bodies) |
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| **Outline your communication and publicity strategy** (max 250 words) |
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| **Budget summary & justification**Include labour and on-costs if appropriate |
| **Budget Items** | **Justification / Rationale** | **In-kind** | **Cash** (other sources) | **Cash** (grant request) |
| **Personnel** |  | $ | $ | $ |
| **Equipment** |  | $ | $ | $ |
| **Travel** |  | $ | $ | $ |
| **Other** |  | $ | $ | $ |
| **TOTAL** | **$** | **$** | **$** |

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| **Timeline** |
| **Stage** | **Milestone**Specify which aspects will be completed at each stage of the project (Please note that funding cannot carry over multiple years) | **Completion date** |
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| **Previous support**Have you received previous Charles Sturt or external grant funding?  | [ ]  Yes [ ]  No |
| If yes, indicate the funding source and the outcomes in detail (e.g. papers, book chapters, further grants) |
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## Part 3

**Certification of Chief Investigators**

* I certify that all the details on this form are correct and complete
* I understand and have read the University’s Research Code of Conduct, which in turn refers to the NHMRC’s Australian Code for the [Responsible Conduct of Research](https://www.nhmrc.gov.au/sites/default/files/documents/attachments/grant%20documents/The-australian-code-for-the-responsible-conduct-of-research-2018.pdf).

If funding is approved I/we agree to notify Sustainability at Charles on any significant delays in the project

**Signature of Chief & Co-Investigators**

Signature 1: Date:

Signature 2: Date:

Signature 3: Date:

**Certification of Supervisor**

* I certify that the project can be accommodated within the general facilities in my School, and that sufficient working and office space is available for any proposed additional staff
* I am prepared to have the project carried out in my School under the circumstances set out by the applicant

*(Optional additional comments, including those regarding the relationship between this research and current research activities at Charles Sturt)*

Signature of Supervisor: Date:

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| **Click here to submit this completed form** |

**Research Seed Grants**

**Guidelines**

You are encouraged to discuss your proposal with Ed Maher, Manager, Sustainability at Charles Sturt.

Past projects can be viewed on the Sustainability at Charles Sturt website [website](https://www.csu.edu.au/sustainability/grants/projects-by-year).

Research Seed Grant Applications must be submitted to sustainability@csu.edu.au by 5pm 3 November 2025

**Introduction**

Sustainability at Charles Sturt’s Research Seed Grant funding is designed to encourage research staff from any discipline to undertake a sustainability-related project. This project will align with the University’s [Research Strategy](https://research.csu.edu.au/our-profile/our-strategy).

The Research Seed Grant funding supports well-defined research projects that may lead to further external funding. The proposed outcomes of the research must align with Charles Sturt’s adopted definition of sustainability: *Sustainability is a process that integrates environmental, social and economic considerations into decision making with the goal of creating a thriving and healthy society. Its focus is on improving the quality of life for all citizens without increasing the use of natural resources beyond the capacity of the environment to supply them indefinitely. Sustainability is based on a simple principle: Everything that we need for our survival and well-being depends, either directly or indirectly, on our natural environment.*

**Sustainable Research Methods**

Applicants need to demonstrate they have considered the environmental and social impacts of the proposed research and considered opportunities to eliminate or minimise any adverse impacts. This should include consideration Charles Sturt’s [Sustainable Research Guidelines](https://cdn.csu.edu.au/__data/assets/pdf_file/0008/4470398/Sustainability-Grants-Considerations-for-researchers.pdf).

**Eligibility**

Charles Sturt full-time staff members are eligible to apply. Staff on a contract finishing within the 12 month period from the time the grant is awarded must be supported by a continuing group. Adjunct Staff are eligible to be included on the application but there must be a full time staff lead and it is considered highly desirable for their affiliation with Charles Sturt to extend for the duration of the proposed project.

Undergraduate and postgraduate students are ineligible.

Please note the funding is for new projects, not extensions of existing projects.

**Funding**

Research Seed Grant project funding is a competitive internal grants program. It is intended to support staff from any discipline who have identified projects that either: further the University’s commitments towards sustainability yet are not amenable to future internal or external grant applications; or those that will act as pilot studies and present a strong likelihood of converting into larger projects attracting additional internal and external grants, and publishable outcomes. All projects must align with the University’s [Research Strategy](https://research.csu.edu.au/our-profile/our-strategy) and the [Sustainable Research Guidelines.](https://cdn.csu.edu.au/__data/assets/pdf_file/0008/4470398/Sustainability-Grants-Considerations-for-researchers.pdf)

The maximum funding for any one project is $10,000 with total funding pool dependent on annual funding allocations. Co-funding from other sources is encouraged. The Research Grant Evaluation Committee may elect to not allocate the full allocated funds if the applications received are not deemed to be of a suitable standard or adequately linked to the University’s sustainability commitments. Funding must be spent within 12 months (by the end of the calendar year in which they are awarded.) Any unspent funds will cease to be available under Division of Finance procedures for annual operating budget. Any projects that have been genuinely delayed by factors outside of the project team’s control and would like to proceed with the project will need to reapply as part of the competitive process for the subsequent year. In this case, there is no guarantee that a successful applicant from one year will be awarded funds t the following year.

**Assessment Criteria**

The application should clearly outline knowledge, clarity of goals, research methods and directions around the criteria listed below:

1. The proposed outcomes of the research must align with Charles Sturt’s adopted definition of sustainability (as in the introduction above) and the University’s [Research Strategy](https://research.csu.edu.au/our-profile/our-strategy). For example, projects that support (but are not limited to) one or more of the criteria listed below would be looked on favourably. Applicants are encouraged to consider scope for progressing these objectives beyond the University’s physical footprint (i.e. the physical space the organisation inhabits and the impacts of the organisation on the environment). The [Sustainable Development Goals](https://www.csu.edu.au/sustainability/about-us/sdgs) (SDGs) provide a framework of development priorities:
* No poverty;
* Zero hunger;
* Good health and wellbeing;
* Quality Education;
* Gender Equality;
* Clean water and sanitation;
* Affordable and clean energy;
* Good jobs and economic growth;
* Industry, innovation and infrastructure;
* Reduced inequalities;
* Sustainable cities and communities;
* Responsible consumption and production;
* Climate action;
* Life below water;
* Life on land;
* Peace, justice and strong institutions; and/or
* Partnerships for the goals.

The proposal must also indicate the link to specific themes and goals within the [Sustainable Research Guidelines](https://cdn.csu.edu.au/__data/assets/pdf_file/0008/4470398/Sustainability-Grants-Considerations-for-researchers.pdf) within the areas of:

* Leading for change;
* Managing systemic impacts; and
* Managing operational impacts of research within the University.
1. The likelihood of the research leading to publishable outcomes and/or follow-up grants.
2. The quality of the research proposal (clarity of goals, research questions, methodology, analysis).
3. Appropriate communication and publicity strategy to raise awareness of the project, its results and sustainability generally both internally and externally.

**Funding Guidelines**

The budget can contain provision for a wide range of expenditure aligned with the project, including for example:

* The cost of employing educational design, professional development, technical, research or administrative assistants and/or consultants;
* Teaching relief (with explicit approval from all relevant Heads of School);
* Travel between campuses (in accordance with university travel guidelines);
* Travel outside the university where a very clear rationale aligned to the project aims and deliverables has been provided; and/or
* Purchase of minor equipment, peripherals, software and consumables.

The following will not be funded:

* The cost of computers, equipment, telephony or stationery that could reasonably be expected to be provided by the Faculty or Division such as computers for team members;
* The purchase of major equipment which will continue to be used well beyond the life of the project;
* Time relief or employment costs of partners based at other institutions (except where they are employed as consultants because of specific expertise); and/or
* Conference travel (unless a very clear argument can be made that attendance is essential to the project and it would not be reasonable for it to be funded by the Faculty or Division).

**Application Process**

Applications will be assessed by an Evaluation Committee, comprised of the Manager and Coordinator Partnerships, Sustainability at Charles Sturt and up to three experienced researchers from the University.

Following submission, applicants will be required to deliver a five-minute verbal presentation of their project to the Research Grant Evaluation Committee followed by a 10 minute Q&A. If feedback from the Committee requires the applicant to modify their application, this time will be afforded to them with a subsequent due date of no more than five working days.

Applicants will be notified of results of the selection process approximately four weeks after the submission closing date. Successful applications will be publicised throughout Charles Sturt channels including What’s New, the Sustainability at Charles Sturt website and newsletter.

Unsuccessful applicants will be provided with feedback on their proposal, with suggestions for enhancement for possible resubmission in a subsequent round.

**Implementation**

While Sustainability at Charles Sturt may be able to provide guidance on the development of a grant application, it is the responsibility of the researchers to ensure implementation is progressed once funding is awarded. Funding must be spent within the calendar year that it is awarded.

**Final Report**

Successful grant recipients must submit a final report upon completion of their project.

Where applicable, for promotional purposes, successful applicants are asked to provide at least three photographs or video of various stages of the project. Successful applicants will also be asked to provide a progress report six months following the award of funding. This process is not onerous and is only intended to demonstrate to Sustainability at Charles Sturt that projects are progressing in alignment with agreed milestones.

Successful applications will be made available on the Sustainability at Charles Sturt website and may also be made available to future applicants for assistance in preparing a proposal. If there are details within your application which you do not want to be made public, for any reason, you will need to state this in writing when submitting your application.

**Further Information**

Edward Maher

Manager, Sustainability at Charles Sturt

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